

DEPARTMENT OF THE NAVY
Office of The Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 1560.9
OP-15E
4 April 1988

OPNAV INSTRUCTION 1560. 9

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: NAVY VOLUNTARY EDUCATION PROGRAMS (NAVY CAMPUS)

Ref: (a) DoD Directive 1322.8 of 23 Jul 1987 (NOTAL)
(b) BUPERSINST 1430.16C (Navy Advancement Manual)

Encl: (1) Definition of Terms
(2) Program Descriptions
(3) Program Guidelines
(4) Criteria for Maintaining Educational Services and Selecting Individual Colleges

1. Purpose. To provide policy and guidance for Navy voluntary education programs consistent with reference (a) and to renumber the instruction following current standard subject identification codes.

2. Cancellation. OPNAVINST 1500.45C.

3. Policy. It is the policy of the Chief of Naval Operations (CNO) that the opportunity to pursue further education be provided to all naval personnel throughout their military career. Voluntary education programs help members improve their mission performance, prepare members for greater responsibility, and enhance their professional as well as their personal potential. The following goals are significant achievements for active duty personnel under the CNO's Pride, Professionalism, and Personal Excellence program:

- a. A high school diploma or equivalent for all personnel.
- b. An associate degree for enlisted personnel.
- c. A bachelor's degree for officers.
- d. A graduate degree for those who so desire.

In consonance with these goals, all active duty personnel advancing to paygrades E-4 through E-6 who complete an associate or baccalaureate degree under the voluntary education program after entry into the Navy will be awarded two points for the completion of an associate's degree and four points for the completion of a baccalaureate degree in their advancement computation.

4. Discussion. The Navy's need to retain knowledgeable, competent personnel is supported by voluntary education programs and services. Consistent with Department of Defense (DOD) policy, Navy's voluntary education program exists to give all active duty members access to postsecondary education.

5. Action.

a. Deputy Chief of Naval Operations (DCNO) (Manpower, Personnel and Training) (OP-01) shall:

(1) Establish Navy voluntary education policy, provide timely guidance to the fleet, and develop long range plans.

(2) Annually assess the degree to which the voluntary education program is supporting the CNO's Pride, Professionalism and Personal Excellence Program.

(3) Serve as resource sponsor, and with the assistance of the major claimant, determine and defend necessary requirements for program implementation.



(4) Assist the Council on Postsecondary Accreditation (COPA) in monitoring education services through a DoD-wide site visitation program.

(5) Serve as the Secretary of the Navy's representative with the Defense Activity for Non-Traditional Education Support (DANTES) and provide a staff member for the DANTES Working Group in consonance with the Navy's Executive Agency role.

(6) Maintain liaison with the Office of the Secretary of Defense, the other military departments, and the U.S. Coast Guard to coordinate Department of Defense policy on voluntary education.

(7) Maintain liaison with appropriate federal and state agencies, private sector organizations, Department of Education, American Council on Education, Servicemembers Opportunity Colleges, and similar educational associations headquartered in Washington, D.C. whose policies affect voluntary education.

(8) Ensure that a cooperative relationship is maintained between Navy Campus and appropriate state coordinating bodies having responsibility and authority for higher education at the state level.

(9) Pursue educational initiatives which draw upon new technology to increase access to education for all active duty personnel.

b. Chief of Naval Education and Training (CNET) shall:

(1) Serve as the program manager of the voluntary education program.

(2) Publish guidance governing on-site operations of Navy voluntary education consistent with this instruction to:

(a) Establish procedures to ensure Career Counselors and Education Services Officers (ESO) have timely information on all Navy spon-

sored and supported educational programs and services.

(b) Provide overall guidance to commanding officers ashore in the following areas: conduct of educational needs assessments, development of command education plans, selection of colleges and programs of study, and development of memoranda of understanding (MOU) to define areas of responsibility between host commands and colleges serving the command.

(c) Ensure that the MOUs are current. Conduct an immediate review of all on-base agreements in CONUS and OUTCONUS and update each within three years (1991).

(3) Ensure that the Navy Campus network is adequately manned in order to meet the demand for educational services.

(4) Identify program requirements to CNO (0P-01) necessary to deliver educational services described in this instruction.

(5) Coordinate with CNO (0P-01) staff to plan an annual professional development workshop for Navy Campus field personnel.

(6) Monitor all fully contracted programs to ensure that they are competitively bid and awarded, and that contractor performance is meeting contract objectives.

(7) Work with the Council on Postsecondary Accreditation to carry out periodic visits to shore installations to evaluate the programs offered to Navy personnel by colleges.

(8) Establish and refine procedures for collecting tuition assistance refunds from individuals as specified in enclosure (3) paragraph 3e.

(9) Ensure installation reporting procedures and operations are conducted in accordance with reference (a).

(10) Establish and maintain a Navy Campus Management Information System for program accountability and data collection, including information on degree completion of active duty personnel.

(11) Assign senior Navy Campus education specialists, in an additional duty status (ADDU), to the base/station commanding officer as the program manager for voluntary education.

c. Chief of Naval Information shall routinely disseminate information concerning Navy Campus education opportunities to the fleet.

d. Commander, Navy Recruiting Command shall publish and periodically update COM-NAVCUITCOM materials concerning Navy Campus.

e. All Ashore Commanding Officers and Officers in Charge shall:

(1) Ensure all personnel are given an opportunity to participate in the educational programs described herein.

(2) Ensure that all newly assigned personnel are referred to a Navy Campus representative for briefing within 30 days of arrival, or to the ESO if a Navy Campus education specialist is not located at the site.

(3) Notify CNET immediately of staffing shortfalls, specific command needs, and any recommendations for program improvement.

(4) Utilize Navy Campus professional staff to determine the educational needs of the command.

(5) Assist educational teams who visit the command to assess the quality of the voluntary education program.

(6) Support command participation in workshops conducted by Navy Campus personnel.

(7) Provide voluntary education services to members of other armed services assigned to the command.

f. Afloat Commanders shall utilize all resources available at Navy Campus Afloat Offices to make educational opportunities available to ship's company and afloat units.

g. Host Commanding Officers

(1) The senior Navy Campus education specialist is the program manager responsible for assisting the commanding officer in the discharge of educational responsibilities. To this end, shore commanding officers shall establish an on-base education center for the administration and delivery of voluntary education programs and services.

(2) Provide non-reimbursable office space, clerical support, office and audio-visual equipment, utilities, metered mail, transportation, telephone and janitorial service under the provisions of a host/tenant agreement in support of the command's education program.

(3) Determine the educational needs of the command and prepare a voluntary education plan reflecting the command's educational needs. This plan should be reviewed at least every three years.

(4) Accept civilian institution bidding for the establishment of additional on-base programs using guidance contained in Enclosure (4), should additional programs be deemed necessary. Formalize institutional selection with a statement of work.

(5) Discharge all responsibilities outlined in paragraph 5e. Provide an evaluation input to the respective NAVEDTRASUPPCEN to be included in the annual Navy Campus education specialist's performance evaluation.

h. Education Specialists. The primary responsibilities of Navy Campus education specialists are as follows:

(1) Manage the local Navy Education Center.

(2) Provide counseling to active duty personnel (including family members of active duty personnel and DoD employees and their family members overseas) contingent upon available resources.

(a) Review and assess the prior education and military experience of each new servicemember when he or she commences an educational program.

(b) Describe educational benefits to each member.

(c) Assist members in selecting appropriate courses of study consistent with their goals.

(d) Ensure the accuracy of Tuition Assistance request forms and approve authorized courses of study for reimbursement.

(e) Maintain education records on participating members, ensuring records are kept up-to-date; and forwarded to gaining commands upon the member's transfer.

(f) Refer personnel interested in Navy Officer Accession Programs to the Command Career Counselor or ESO.

(3) Serve as the test control officer for all tests administered through DANTES and operate GED testing sites licensed by the state. Testing services are provided in the following priority:

(a) Active duty personnel-Navy.

(b) Active duty personnel-other services (including the Coast Guard).

(c) Selected Reserve personnel on active duty.

(d) Immediate family members of active duty Navy personnel serving overseas (excluding deployed ships overseas).

(e) DoD employees overseas and their immediate family members.

(f) Reserve personnel of other services.

(4) As program manager, provide command liaison to civilian colleges operating on-base.

(5) Assess the educational needs of the command and prepare a command education plan.

(6) Maintain a command data base on participation in all Navy Campus programs consistent with reference (a).

(7) Brief servicemembers, Command Career Counselors, and ESO's on Navy Campus Programs.

i. Personnel Support Activities (PSA) and Detachments shall:

(1) Establish positive working relationships with Navy Campus Area Coordinators, Navy Campus Afloat Education Coordinators, and local Navy Campus offices to support the voluntary education program.

(2) Upon accreditation certification by Navy Campus Education Specialists, prepare appropriate documents to incorporate credit awarded for associate or baccalaureate degree completion in the advancement computation for personnel advancing to paygrades E-4 through E-6, as described in paragraph 3 of this instruction and reference (b).

(3) Prepare the documents described in paragraph 5i(2) only after certifying that the individual wishes to have the credit incorporated into his/her advancement computation for that particular advancement cycle.

(4) Prepare documents for use by individuals applying for tuition assistance and the DD-295 (Evaluation of Military Experience for College Credit).

(5) Provide Navy Campus education specialists with personnel information from service records as required.

j. Military Record Holders (Afloat) perform all of the functions of the Personnel Support Activity (PSA) described in paragraph 5i as applicable.

k. Servicemembers participating in Navy Voluntary Education programs shall report all educational accomplishments and degrees earned to the Navy Campus office and to their Personnel Office, or PSA for recording in service records.

6. Form. DD 295, S/N 0102-LF-000-2951, is available through normal Navy supply channels per NAVSUP P-2002.

7. Effective Date and Implementation. This instruction is effective immediately. Forward copy of the implementing documents to CNO within 120 days.

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(Manpower, Personnel and Training)

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DEFINITION OF TERMS

1. For purposes of this instruction, the following terms apply:

a. Navy Campus: All Navy voluntary education programs and services described in enclosure (2).

b. Voluntary education programs. Those education programs in which Navy personnel elect to participate. Participation is limited to off-duty time unless otherwise directed by legislation or service policy. An exception is the Functional Skills Program which may be scheduled during on-duty time at the Commanding Officer's discretion.

c. Navy Campus Education Center. The location of the voluntary education program on base.

d. Off-duty time. Time not scheduled to perform official duties.

e. On-Base Navy Campus Program. Includes all classes or programs of study (high school classes through college) provided by arrangement with accredited civilian institutions. Programs operate on Naval bases and stations with the support of the base commanding officer under the provisions of a memorandum of understanding.

f. Navy Campus Network. Refers to the civilian education specialists who administer the Navy Campus and provide services to support educational programs under a host/tenant agreement. Members of the network include:

(1) Senior Education Specialists. Civilian professionals who serve as program managers for the commanding officer on all voluntary education matters.

(2) Education Specialists. Civilian professionals who provide educational guidance and counseling to naval personnel.

(3) Education Technicians. Civilian paraprofessionals who assist the education specialists in a variety of supporting roles.

g. Educational Needs Assessment. A survey which describes the educational goals of naval personnel at a particular shore installation or afloat command.

Enclosure (1)

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h. Command Educational Plan. A plan which describes the education programs available for personnel at a particular site or on a particular ship.

i. Memorandum of Agreement for Voluntary Education Services. The agreement between the base commander and an accredited college describing the responsibilities of the Navy and the college for the delivery of educational services.

j. Independent/Correspondent Study. Courses pursued independent of traditional classroom instruction as listed in the various DANTES independent study publications.

k. Accreditation. A system for recognizing colleges maintaining a level of performance, integrity and quality worthy of the confidence of the educational community and the public. Institutional accrediting associations establish criteria for accreditation, arrange site visits to evaluate institutions and publicly designate those which meet the standards.

l. Navy Campus Data Base. Information collected as required by DoD and CNO for yearly program assessment.

m. Electronic Delivery Systems. Educational programs delivered by video, computer-assisted instructor (CAI), or interactive microcomputer.

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PROGRAM DESCRIPTIONS

1. Navy Campus. Navy Campus is the Navy's voluntary education program for active duty personnel. Programs are offered both ashore and afloat.

a. Program for Afloat College Education (PACE).

PACE I. Fully funded college courses taught by civilian instructors on deployed ships.

PACE II. Fully funded college courses delivered by electronic systems to naval vessels.

b. Tuition Assistance (TA). Support provided by the Navy to assist active duty personnel in meeting tuition costs.

c. Navy Campus High School Completion. Courses given during off-duty time to meet requirements for a high school diploma or equivalent credential. Courses are fully funded under the tuition assistance program.

d. Functional Skills. Courses designed to improve competency in reading, mathematics, writing or computer literacy.

e. SOCNAV. A system of college degree programs focusing on an individual's Navy rating.

f. External Degree Program. Refers to programs at colleges which offer individually designed (2 or 4 year) degrees.

g. Navy Campus Professional Development. Annual training workshop for Navy Campus staff.

2. Related Programs

a. Defense Activity for Non-Traditional Education Support (DANTES). DANTES supports DoD voluntary education programs by managing specified contracts for educational services, publishing and disseminating educational materials, conducting special projects and developmental activities, and performing other education support tasks as required by the Secretary of Defense. The Navy is the Executive Agent for DANTES.

b. Servicemembers Opportunity Colleges (SOC). SOC is a national consortium of colleges, co-sponsored by the American Association of Community/Junior Colleges (AACJC) and the American Association of State Colleges and Universities (AASCU), to assist military personnel in achieving further education.

Enclosure (2)

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c. Educational Assistance Programs in the Navy

(1) Tuition Assistance. Tuition assistance is the in-service support program which provides part of the cost of tuition for active duty personnel.

(2) Vietnam Era GI Bill. The Vietnam Era GI Bill is an educational entitlement program available to personnel who entered the Navy between 1 February 1955 and 31 December 1976. Certain members may be eligible to convert to the new GI Bill.

(3) Veterans Educational Assistance Program (VEAP). VEAP is a voluntary contributory education benefit program for servicemembers who entered active duty during the period 1 January 1977 through 30 June 1985. Members who have been enrolled in VEAP, may suspend, withdraw funds and reenter at any time.

(4) Educational Assistance Test Program (EATP). The Educational Assistance Test Program was offered to Navy personnel who contracted under the delayed entry program or enlisted during the period 1 December 1980 through 30 September 1981 in designated ratings.

(5) The Montgomery GI Bill. The Montgomery GI Bill is an educational assistance program available to members initially entering active duty after 30 June 1985. Certain Vietnam Era GI Bill members may also be eligible. This program also includes a provision for benefits to eligible members of the Selected Reserve.

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PROGRAM GUIDELINES1. On-Base Education Program

a. All colleges offering courses on Navy bases must operate under a Memorandum of Understanding between the base commanding officer and the college. These educational agreements shall be reviewed every three years, commencing with this directive.

b. Programs of study, admissions requirements, grading standards, and selection of faculty for on-base voluntary education programs will be consistent with established practices in the civilian academic community. See Enclosure (4).

c. Bases shall publish a voluntary education master plan outlining the full scope of the on-base education program. A display of this plan shall be given to all hands who report on-board.

d. Colleges may not duplicate the same course at the same education center.

e. Where circumstances permit, Navy facilities and special equipment should be made available to the civilian colleges serving the base population.

f. Where space is available and when not in conflict with state law or regulations, active duty dependents, DOD employees and their dependents, reservists, and civilians from the local community may enroll in the Voluntary Education program on-base at the discretion of the commanding officer.

2. Program for Afloat College Education (PACE I and PACE II)

a. All afloat educational services shall be guided by the provisions of a Navy contract which is:

(1) the result of competitive bidding;

(2) announced in the Federal Register and the Chronicle of Higher Education and published in the Commerce Business Daily.

b. Contract courses offered aboard ship must be compatible with the general accreditation guidance contained in enclosure (4).

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c. PACE I is authorized for long-term deployed ships only. This is intended to apply to ships normally three consecutive months or more from homeport. The underway/deployment requirement does not apply to Fleet Ballistic Missile submarine crews off-boat. Ships and tenders in overhaul away from homeport will be afforded PACE if there are no local on-base programs available. Requests for exceptions may be made to the appropriate NAVEDTRASUPPCEN.

d. The use of military instructors in PACE I is prohibited under any circumstances.

e. All PACE I and II authorizations are for undergraduate courses leading to a degree.

f. When completion rates of an afloat unit using PACE I fall below 60 percent, the unit commanding officer will be so notified by the appropriate NAVEDTRASUPPCEN. Commanding Officers of such units shall review their programs and include in their requests for subsequent PACE I programs a summary of corrective actions undertaken.

g. Special criteria and conditions for either the PACE I or PACE II Program will be announced as needed by CNO.

3. Tuition Assistance (TA) Program Policy

a. Eligibility criteria.

(1) Tuition Assistance is the primary in-service support program for Navy voluntary education in addition to federally legislated benefits specified by public law. It is CNO policy that TA be available to all active duty Navy members and other active duty armed forces personnel attached to Navy commands except as restricted below.

(2) Any restrictions on the use of TA must be approved by CNO.

(3) The following personnel are not eligible for TA:

a. Those in pre-overseas movement or deployed.

b. Naval reservists ordered to active duty for less than 120 days.

c. Members who will not be on active duty at completion of course work.

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d. Personnel awarded a punitive discharge who are in confinement or on appellate leave.

e. Members of foreign military services.

f. Persons who accumulate an average of less than "C" on courses for which TA has been authorized.

(4) The following personnel have limited TA eligibility:

a. Personnel in a duty-under-instruction status may be authorized TA for off-duty classes when the courses supported by TA are separate and distinct from their duty-under-instruction curriculum.

b. Officers may receive TA for undergraduate or graduate work. If they request TA for graduate work, they must have the approval of the Naval Postgraduate School, except those officers in the Medical Corps. The Naval Postgraduate School will approve requests for TA funding for graduate work only if the course is part of a program relating to the achievement of a specific subspecialty. Medical Corps officers shall receive program approval from Commanding Officer, Naval Health Sciences Education and Training Command (HSETC), Bethesda, MD 20814.

b. Qualifying educational programs.

(1) Education provided by institutions accredited by either a regional or national accrediting agency recognized by COPA.

(2) Correspondence/independent study courses listed in the DANTES catalogues. Successful course completion is required for TA reimbursement.

(3) All fees and other expenses for independent study will be the initial responsibility of the student. An institution providing courses of independent study must be listed in the DANTES Independent Study Catalog, National Home Study Council Supplement, or DANTES External Degree Program Guide.

c. Course load. Any limitation on the number of courses a member may take per semester, term, or quarter, must be approved by CNO. Navy Campus staff should counsel personnel on the demands of working and studying. The professional judgement of education specialists will determine the number of credit hours or courses that will be funded for an individual during one term.

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d. Service obligation.

(1) By Congressional mandate, all officers using TA are obligated to remain on active duty for two years from the time they complete the course for which they received TA, regardless of amount of TA authorized. This obligation is discharged concurrently with any other service obligation which the officer may already have.

(2) Personnel accepting a fellowship, scholarship or grant in addition to or in lieu of TA must, before accepting such assistance, agree in writing to serve on active duty for a period of three times the length of the period of time funded by the assistance as required by law. This additional obligated service time is served concurrently with any other service obligation the member may already have, and begins from the time they complete the last course or courses for which they received the assistance.

e. Recoupment of funds.

(1) Any TA recipient who academically fails a course, who receives an incomplete for a final grade, or who voluntarily withdraws from a course must repay TA funds to the Navy. Reimbursement is not required when the course withdrawal is validated by the commanding officer as necessitated by military requirements.

(2) Officers who fail to serve for two years on active duty after course completion must repay all TA funds received for the course.

f. Reimbursable expenses.

(1) Tuition or course fees charged by qualifying educational programs.

(2) Direct expenses for instruction such as laboratory, studio, shop fees, materials, and shop supplies. These costs are based on specific fees which cover consumable materials and/or laboratory fees. TA funds will not be extended to cover fees other than those noted above. Examples of fees not covered by TA include those levied for program planning and evaluation including, but not limited to: entrance/enrollment and record maintenance fees, student activity fees, course registration fees, textbooks, consumable materials, and assembled items available commercially such as computers, televisions, or robots, and fees for flight time, flying lessons and/or aviation

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classes other than ground school. CNO shall deny TA funds for fees and expenses deemed unreasonable and inappropriate.

g. Funding limitations.

(1) Navy TA support levels may not exceed support levels authorized by Congress. Enlisted personnel pursuing high school completion shall receive 100 percent tuition assistance.

(2) TA may be used in conjunction with other student financial aid packages, in the form of grants, scholarships and loans. Used with other financial assistance, TA for off-duty education is intended to fund the difference between the assistance received, and the full amount of tuition. TA used in this manner will not exceed the maximum support level allowed by the Navy.

(3) In the event fiscal constraints limit availability of tuition assistance funds, available funds will be applied as determined by CNO in the following priority and announced by direct message. Categories for officer and enlisted are mutually exclusive.

<u>Officers</u>	<u>Enlisted</u>
1. Course needed to achieve BA/BS degree.	1. Course needed for high school diploma or credential.
2. Course related to subspecialty code; management, or military professional development.	2. Course supports rating, NEC, or promotion.
3. Course leads to an advanced degree but one that is not related to Navy career.	3. Course part of college degree program.
4. Course not directly related to degree or career.	4. Course not degree required; personal development.

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CRITERIA FOR MAINTAINING EDUCATIONAL SERVICES
AND SELECTING INDIVIDUAL COLLEGES

1. Basic Criteria for Program Maintenance

a. Minimum criteria for the Navy to maintain educational programs on Navy bases are the following:

(1) Colleges must be chartered or licensed by a state government or by the federal government.

(2) Colleges must be accredited by an accrediting agency recognized by the Council on Postsecondary Accreditation (COPA) and the Department of Education. The authoritative guide for an institution's accreditation status is (Accredited Institutions of Postsecondary Education) published yearly for COPA by the American Council on Education. Accreditation status must include one of the following:

(a) Regionals

(NEASC) New England Association of Schools and Colleges

(MSA/CHE) Middle States Association of Colleges and
Schools/Commission on Higher Education

(NCA) North Central Association of Colleges and Schools

(NASC) Northwest Association of Schools and Colleges

(SACS) Southern Association of Colleges and Schools

(WASC) Western Association of Schools and Colleges

(b) Nationals

(AABC) American Association of Bible Colleges

(AICS) Association of Independent Colleges and Schools

(NATTS) National Association of Trade and Technical Schools

(NHSC) National Home Study Council

(c) Postsecondary vocational, technical business and trade schools must be accredited by a national accrediting agency.

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(d) Secondary schools or schools offering secondary level courses, credit or non-credit, must be accredited.

(3) The college's home campus must be involved in approving on-base programs, in faculty selection, assignment and orientation, and in teaching and monitoring programs.

(4) Adjunct or part-time faculty shall possess the same or equivalent qualifications as full-time, permanent faculty members.

(5) On-base programs will replicate those offered on the college's home campus. On-base programs will carry identical credit values, reflect the same quality content and employ the same procedures for evaluating student performance as those programs offered on the home campus.

(6) Colleges offering courses on-base will provide their own appropriate library support or make local arrangements to support their courses on-base.

(7) Admissions, grading, and graduation standards on-base will be the same as those on the home campus.

(8) Home campus-based faculty and administrators will maintain close liaison with their representatives on the Navy base.

(9) Externally normed examinations, student critiques and faculty review of final examinations will be employed to determine course effectiveness.

(10) Tuition and fees charged to military students will correspond to those charged to non-military students. In instances where on-base costs exceed those charged to non-military students, the variance must be documented and justified.

(11) Colleges on-base must comply with 38 U.S.C. 1775 which requires that they supply catalogs or bulletins, maintain student course records, and document progress towards graduation.

(12) Colleges will provide evidence of compliance with 38 U.S.C. 1796 regarding limitations on advertising, sales, and enrollment practices. This section stipulates that college publications and claims will be neither false nor misleading.

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NOTE: Current approval of the program by the applicable State Approving Agency (SAA) for veteran's educational benefits is adequate evidence for both subparagraphs 1a(11) and 1a(12).

b. Navy campus staff shall ensure that colleges conducting programs on military installations have complied with the criteria in subparagraphs 1a(1) through 1a(12) within two years of the date of this instruction.

2. Procedures

a. To establish an educational program on-base, the Commanding Officer shall circulate a request. The college's geographic location shall not be an inhibiting factor in this search.

b. The commanding officer's staff and the Navy Campus office shall provide sufficient information to colleges so that a good proposal can be prepared. The following should be identified:

(1) The subject and the level of instruction desired.

(2) Facilities, equipment and supporting services that will be provided by the base to the college.

(3) A copy of this instruction.

c. Colleges wishing to offer new programs on Navy installations must submit a proposal for educational services to the base commanding officer. The Commanding Officer in consultation with his/her Navy Campus program manager will review and decide, which college is best suited to give the desired program.

f. The college must provide:

(1) A specific format or plan for conducting the program such as evening classes, weekend classes, independent study or short seminar. Colleges should be flexible in setting schedules to meet personnel needs.

(2) Conditions for acceptance of transfer credit from other programs or institutions.

(3) Conditions for recognizing credit for military training or experience.

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(4) Minimum or typical time required to complete a program on a part-time basis.

(5) Administrative and counseling services to be provided by the college.

(6) Requirements for completion of graduate programs.

(7) Class size requirements (minimum per class or average of classes).

(8) A course syllabus and schedule of course requirements.

(9) Method of student evaluation.

(10) Evidence that an applicable accrediting agency is aware of and has no objection to the proposed extension of the colleges' services on a naval base.

(11) Evidence of membership or a willingness to obtain membership in the Servicemembers Opportunity Colleges consortium or SOCNAV.

g. Any college offering programs on-base must cooperate fully with COPA site visit teams and show evidence of program approval (in the case of in-state colleges) by the applicable state accrediting agency of the college's home state. Colleges shall also show evidence that the appropriate postsecondary planning, advisory, or governing agency in the college's home state has been notified of the extension of educational services.

h. Show evidence (in the case of out-of-state colleges) that the SAA of the state where the installation is located has approved the program. Colleges shall also show evidence that the appropriate post-secondary planning, advisory or governing agency, in the state where the installation is located, has been notified of the college's intent to extend educational services.

i. Procedures for evaluating which colleges can best provide the desired program shall be stated in the request for services and shall reflect the minimum criteria listed above. Cost is not the sole criterion for selecting colleges. Judgment shall be based also on the academic merits and range of the proposed program and the colleges' willingness to serve the base population.

3. Criteria for Selecting Individual Colleges. In order to be selected, a college must:

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a. Be chartered or licensed by a state government or by the federal government.

b. Be accredited by an agency listed by the Department of Education and recognized by the Council on Postsecondary Accreditation.

c. Involve the home campus in approving programs; in faculty selection, assignment, and orientation; and in teaching, monitoring, and evaluating the programs. Adjunct or part-time faculty shall possess the same or equivalent qualifications as full-time, permanent faculty members.

d. Conduct programs only from among those already offered by the parent campus.

e. Deliver programs that:

(1) carry identical credit values as those on the home campus.

(2) represent the same content and experience, and

(3) include the same student performance evaluation procedures as programs on the home campus.

f. Accept credits for courses given off-campus at the same value as those given on-campus.

g. Include credits taken off-campus as part of residency requirements.

h. Provide library and other resources to support the course of study.

i. Maintain the same admissions, grading and graduation standards as on the home campus.

j. Ensure regular and frequent communication between campus-based faculty and administrators and on-base representatives.

k. Use accepted techniques to evaluate program effectiveness, such as externally normed examinations, student course critiques, faculty monitoring of classes and faculty review of final examinations.

l. Provide accessible counseling services to students on a regular basis.

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m. Charge tuition and fees that are comparable to those charged to non-military students except when the need for a variance can be documented. High-enrollment courses must be used to underwrite the expense of offering small, elective laboratory courses where needed.

n. Comply with 38 U.S.C. 1775 regarding State Approving Agency (SAA) approval of courses.